

From: [Foster, Althea](#)
To: [Rhotenberry, William](#); [Martin, John](#); [Brescia, Nicolas](#)
Cc: [Smith, Monica](#); [Carroll, Craig](#); [Smalley, Bryant](#); [Webster, Susan](#); [Fife, Greg](#)
Subject: NRC Calls
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We need to clarify how Harvey related NRC calls are being handled. The PDO has been tagging reports related to Harvey with the word “Harvey” in the Initial EPA Action column.

In order to ensure that the information is transferred and received by the Harvey Unified Command we are establishing the following process:

After the PDO performs the standard procedures for follow-up as laid out in the PDO procedures and determined that it is Harvey related AND REQUIRES FURTHER ACTION they will send an email with the report to the addresses with the word ACTION capitalized in the **Subject** line to indicate that it requires further action.

The Unified Command personnel reflected (or their designee) in the **To** line must respond affirmatively that they have it and will handle it from that point on.

This procedure must survive the inevitable transition.

Please let me know if you have any question on this.

Althea C. Foster (6SF-EP)
USEPA Region 6
Planning & Prevention Team
1445 Ross Avenue, Suite 1200
Dallas, TX 75202

(o) 214-665-2268
(cs) KF5PQO